

<u>LFUCG Department of Law</u> <u>Office of the Commissioner</u>

Title: Law Intern – Commissioner's Office

Salary: This internship is non-paid

Hours: up to 40 hours/week, Monday-Friday. Open during fall, spring, and summer semesters.

Duties:

- Legal research

- Drafting of pleadings
- Annotating cases
- Perform other administrate tasks as assigned

Requirements:

- Ideal candidate will be a law, prelaw or paralegal student
- Applicants should be proficient with MS Office, internet and phones
- Knowledge of Westlaw database is helpful

Application Instructions: Please submit resume and cover letter indicating hours of availability and a writing sample to Commissioner Janet Graham: <u>jgraham@lexingtonky.gov</u>